

Introduction

The records in this project are from the previously indexed Texas Deaths collection on FamilySearch—Historical Records. Additional fields have been added to the collection. This project adds data to the new fields for all of the records in the collection.

The tool used to add data to the new fields is FamilySearch Technical Services Europe (FSTS) tool.

When this project is completed, information such as funeral home, funeral director's name, cemetery, burial date, and informant's name will be part of the Texas Deaths collection. Performing a search using this additional data will greatly enhance a researcher's ability to find ancestors.

Table of Contents

Introduction	1
Guiding Principle	2
What to Index	2
What to Remember about This Project	4
Capitalization	4
Punctuation	4
Death County	4
Burial Town, City, or County	5
Fields That Have No Data on the Certificate	5
Unreadable Information.....	5
Additional Resources	5
Contact:.....	5

Guiding Principle

Type what you see. Any exception to this principle is specified in the field help.

What to Index

All records in the project have been indexed previously. This project adds 13 new fields for which data will be added. Additionally, this project includes 1 previously indexed field which will be checked for accuracy and corrected if needed.

The previously indexed field is:

- Death County

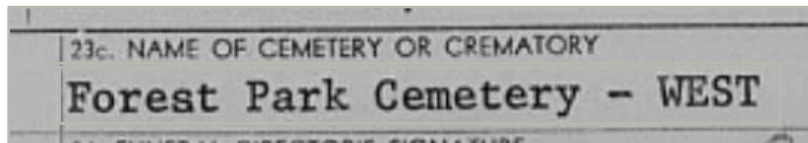
The new fields are:

- Race
- Informant's Name Prefix
- Informant's Given Names
- Informant's Surname
- Burial Month
- Burial Day
- Burial Year
- Burial Town, City, or County
- Burial State
- Cemetery
- Funeral Home
- Funeral Director's Given Name
- Funeral Director's Surname

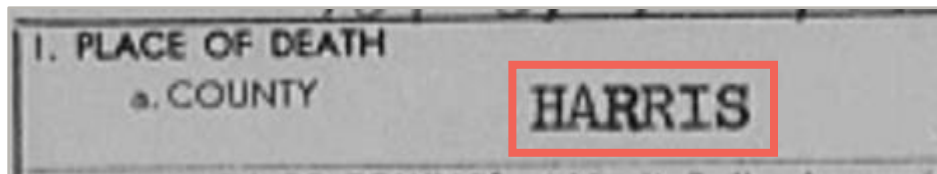
What to Remember about This Project

Capitalization

Use regular upper and lower case.



Cemetery: **Forest Park Cemetery – West**

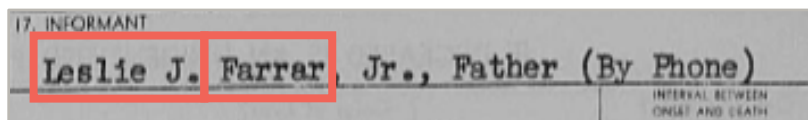


County: **Harris**

Exception: If the previously entered county is correct, but the capitalization is not correct, do not change it. It will not affect the searches made on this field.

Punctuation

Do not include periods after initials or names.



Informant's Given Names: **Leslie J**

Informant's Surname: **Farrar**

Note: This is an exception to the type what you see principle.

Death County

Because the Death County field was previously indexed, you may see a county name entered. Check the previously entered county name against the county name on the certificate. Correct the name if it had previously been entered incorrectly.

Burial Town, City, or County

Do not type the word “County” in the field.

Fields That Have No Data on the Certificate

When there is no data on the certificate for a field, leave the field blank. Press **Tab** to move to the next field.

Unreadable Information

Some information may be difficult to read. You can represent unreadable information in various ways, depending on how much information is unreadable.

- One character is unreadable
If you are unable to read 1 character, use a question mark (?) to replace the unreadable character.
Example: **H?ndley**
- Multiple characters
For consecutive unreadable characters, use an asterisk (*) to replace the unreadable group of letters or numbers.
Example: **Di*son**

Important: A work package will remain assigned to you for 1 week. At the end of a week, it will be unassigned from you to make it available for others to work on. The data you have entered will be saved.

Additional Resources

- FSTS Tool Instructions
- FSTS Tool Quick Reference
- Texas Death Certificate Project Field Helps
- Texas Death Certificate Project Instructions Quick Reference

Contact:

- Jean Bavender, Jean.Bavender@familysearch.org